

# Contract Renewal Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company's Name]

[Recipient's Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the renewal of our contract, originally signed on [original contract date], for [describe the service or product]. The new agreement will commence on [start date] and will run until [end date].

All terms and conditions remaining consistent with the previous agreement, please let us know if you require any further information or clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]